



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

Thomas R. Donnelly, Jr., Treasurer  
Trust PAC; Team Republicans for  
Utilizing Sensible Tactics  
P.O. Box 221543  
Chantilly, VA 20151

DEC 15 2000

Identification Number: C00330720

Reference: Year End Report (7/01/99-12/31/99)

Dear Mr. Donnelly:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Please amend Schedule B supporting Line 23 by providing the office sought (House or Senate) including state and congressional district for each contribution made. 11 CFR §104.3(b)(3)(ii) and (v)

-Your report discloses no payments for administrative expenses. Administrative expenses are payments made for the purpose of operating a political committee including, but not limited to, rent, utilities, salaries, telephone service, office equipment and supplies. Any such payments to a person aggregating in excess of \$200 in a calendar year must be disclosed on Schedule B, supporting Line 21(b) of the Detailed Summary Page. 2 U.S.C. §434(b)(5) If these expenses are being paid by a connected organization, your Statement of Organization must be amended to reflect this relationship. 2 U.S.C. §433(b)(2) In addition, if expenses have been incurred but not paid in a reporting period, the activity should be disclosed as a debt on Schedule D, if the obligation is \$500 or more, or outstanding for sixty days or more. 11 CFR §104.11

Any goods or services provided to your committee by a person, except volunteer activity (i.e., a person's time), would be considered an in-kind contribution from that person, and would be subject to the disclosure